

Talcott Woods Owners Association, Inc.
Rye Brook, NY 10573
Communications Committee Job Description
June 28, 2013

Communications Committee

The Communications Committee is appointed annually.

Purpose and Role

- To foster regular communications with Owners about plans, services, and other items of interest to members of the Association.

Composition

- The Communications Committee will be composed of 3 members; its chair serves as a member of the Board of Directors.
- Members of the committee should have expertise or experience in communications/marketing and be familiar with word processing, spread sheet programs, and other programs that can be used to enhance the appearance of written or website documents.

Functions

- To determine the kinds and types of notices that may be of interest or importance to Owners.
- To set a format of notices to Owners that is clear and easy to read.
- To electronically distribute notices to Owners, in a timely way, about upcoming events and activities including: landscaping activities and chemical applications, tree care and pruning, pool related information, and items of general interest.
- To assist in drafting, editing and formatting reports of committees for distribution to Owners.
- To assist in drafting, editing and formatting documents for reporting to Owners at the Annual Membership Meeting of the Association.
- To work with the Webmaster to keep the website up to date and foster interactive communications with Owners.

Financial Authority

- All reasonable requests for funds needed for printing, scanning, or archiving will be made available to the committee on request.